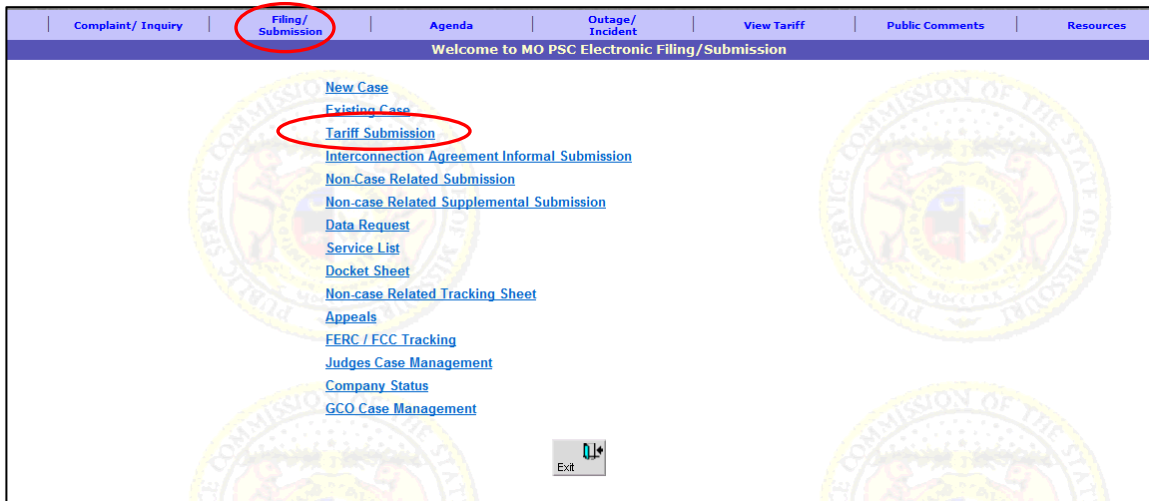


Missouri Public Service Commission

EFIS – *Extend Effective Date of Pending Tariff*

To extend an effective date on a pending tariff:

1. Log on to EFIS.
2. From the Welcome screen, click the **'Filing/Submission'** menu option
3. Select the **'Tariff Submission'** link to continue to the Tariff Submission screen.



4. Select the **'Extend Effective Date'** link to continue to the **'Tariff Extension Date Submission'** screen.



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On the 'Tariff Extension Submission' screen, complete the following steps.

5. Beside '**Tracking Number**', input the applicable tariff tracking number for the pending tariff.
6. The following fields will auto populate:
 - a. '**Utility Type**'
 - b. '**Company Name**'
 - c. '**PSC MO No.**'
 - d. '**Effective Date**'
7. Beside '**Proposed Extended Effective Date**', input or select the calendar icon to choose the proposed effective date.

Note: *The proposed extended Effective Date should be later than the current Effective Date.*

8. Beside '**Purpose of Filing**', input a brief summary of the proposed changes to the tariff.
9. If there are NOT any attachments, skip to step 16.
10. If there ARE any attachments, click on the '**Attach**' button to the '**Filing/Submission – Attachment(s)**' screen.

Tariff Extension Date Submission

SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session **will** time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the login screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

*** Required Fields**

*** Tracking Number** YE-2016-0316

Utility Type Electric

Company Name Electric Missouri, Inc.-Investor(Electric)

PSC MO No. 1

Effective Date 7/1/2016

*** Proposed Extended Effective Date** 07/15/2016

*** Purpose of Filing:** This entry is to contain a brief summary (similar to the language provided in tariff cover letter) of the proposed changes to the tariff and of the effect of the changes on the company's customers.

allow additional time for approval

(Allows only 500 characters)

Sl.No.	Attachment(s)	Security Level
--------	---------------	----------------

Submit Attach Exit

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On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

11. Click the **'Browse'** button to select the document(s) for attaching.

Note: File names and file paths cannot use any special characters (%'&^*#@) except an underscore or hyphen.

12. Under **'Select Document Security from the following:'**, select the applicable radio button for the document's security level.

Note: It is the filer's responsibility to denote the correct security level on every document.

13. Click the **'Attach'** button to attach the document.

Note: Multiple attachments may be made by selecting a document, its security level and then clicking the 'Attach' button.

Filing/Submission - Attachment(s)

SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the login screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

DISCLAIMER: It is the sole responsibility of the person or entity submitting a "Public" version of the electronic document file(s), not the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded "Proprietary" and "Highly Confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and the attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission, its staff and the utility against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

Attachment Process:

- 1: Click Browse to select the document from your local/Network drive or type the path to the document.
- 2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.
- 3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
- 4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

Note: The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

H:\test doc.pdf Browse...

Select Document Security from the following:

☐ Public ☒ Highly Confidential ☐ Proprietary

Attach Done with Attach Delete

Missouri Public Service Commission

EFIS – Extend Effective Date of Pending Tariff

14. Click the **'Done with Attach'** button after all the attachments have been uploaded.

Filing/Submission - Attachment(s)

SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session **will** time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

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Attachment Process:

- 1: Click Browse to select the document from your local/Network drive or type the path to the document.
- 2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.
- 3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
- 4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

Note: The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

The 'Attachment' list contains the 'Security Level' selected for each document.

Delete	Attachments	Security Level
<input type="checkbox"/>	test.doc.pdf	Highly Confidential

Attach Done with Attach Delete

15. After verifying the security levels on the attachment(s), click the **'OK'** button to continue to the **'Tariff Extension Date Submission'** screen.

Message from webpage

Have you verified the documents attached are properly identified as HC, P or Public documents?

OK Cancel

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16. Click the **'Submit'** button to submit the extension.

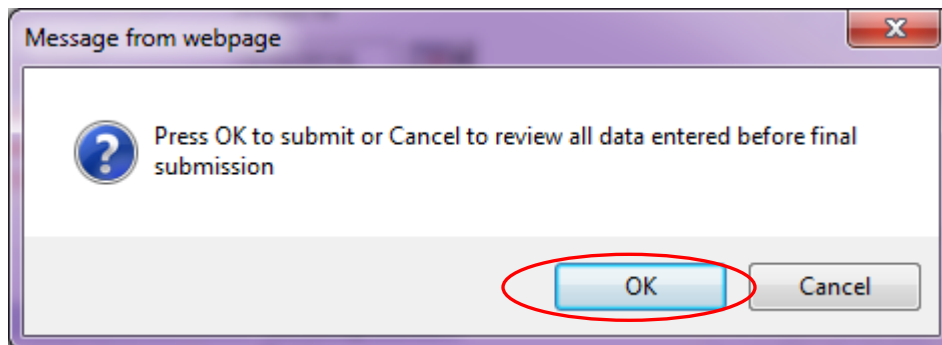
The screenshot shows the 'Tariff Extension Date Submission' form. At the top, a red warning message states: 'SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.'

The form contains the following fields and data:

- * Required Fields**
- * Tracking Number:** YE-2016-0316
- Utility Type:** Electric
- Company Name:** Electric Missouri, Inc.-Investor(Electric)
- PSC MO No.:** 1
- Effective Date:** 7/1/2016
- *Proposed Extended Effective Date:** 7/15/2016
- * Purpose of Filing:** This entry is to contain a brief summary (similar to the language provided in tariff cover letter) of the proposed changes to the tariff and of the effect of the changes on the company's customers. The text 'allow additional time for approval' is entered in the text area.

Below the text area, a note states: '(Allows only 500 characters)'. At the bottom left, there is a table with two columns: 'Sl.No.' and 'Attachment(s)'. The first row shows '1' and 'test doc.pdf'. To the right of the table is a 'Security Level' dropdown menu set to 'Public'. At the bottom of the form, there are three buttons: 'Submit', 'Attach', and 'Exit'. The 'Submit' button is circled in red.

17. Click the **'OK'** button to submit the filing or the **'Cancel'** button if changes need to be made.

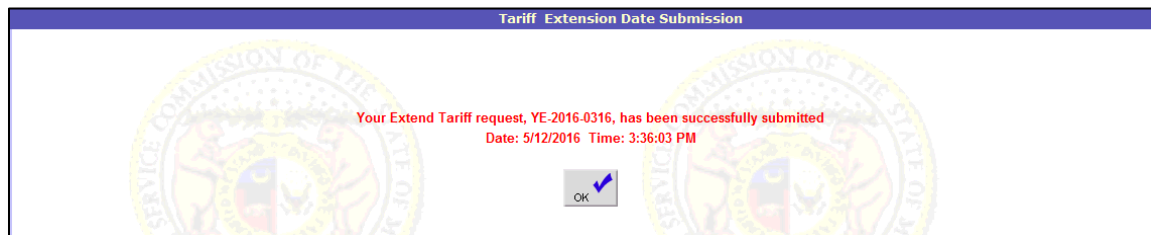


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A confirmation screen with the tracking number will appear.

18. Click the '**OK**' button to return to the Tariff Submission screen.



For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov